



## Department of Public Safety and Correctional Services

### Division of Correction

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STATE OF MARYLAND

MARTIN O'MALLEY  
GOVERNOR

ANTHONY G. BROWN  
LT. GOVERNOR

GARY D. MAYNARD  
SECRETARY

DIVISION OF CORRECTION

J. MICHAEL STOUFFER  
COMMISSIONER

EASTERN  
CORRECTIONAL  
INSTITUTION

MARYLAND CORRECTIONAL  
ADJUSTMENT CENTER

MARYLAND CORRECTIONAL  
INSTITUTION-HAGERSTOWN

MARYLAND CORRECTIONAL  
INSTITUTION-JESSUP

MARYLAND CORRECTIONAL  
INSTITUTION FOR WOMEN

MARYLAND  
CORRECTIONAL  
PRE-RELEASE SYSTEM

MARYLAND  
CORRECTIONAL  
TRAINING CENTER

JESSUP CORRECTIONAL  
INSTITUTION

MARYLAND RECEPTION,  
DIAGNOSTIC AND  
CLASSIFICATION CENTER

METROPOLITAN  
TRANSITION CENTER

NORTH BRANCH  
CORRECTIONAL  
INSTITUTION

ROXBURY  
CORRECTIONAL  
INSTITUTION

MARYLAND CORRECTIONAL  
ENTERPRISE

WESTERN  
CORRECTIONAL  
INSTITUTION

## RECRUITMENT BULLETIN

### **Recruitment for: Central Region Finance Director**

(Program Manager III)

Located at Division of Correction Headquarters

Class Code (5478)

Full-time, Management Service Position

### **Salary:**

Grade 21, \$55,084 - \$88,439

**Closing Date:** June 18, 2010

### **Position Duties:**

The Central Region Finance Director oversees and manages the budget preparations for the Central Region with an operating budget of over \$350 million. Analyzes budgetary priorities and constraints and makes appropriate budgetary decisions. Presents budget information to management. Prepares testimony and provides background information in response to official inquiries. Manages all financial operations to include accounts payable, accounts receivable, payroll, cash receipts, procurement, general and special funds and inmate accounts. Monitors expenditures and provides final purchasing approvals. Oversees the annual fiscal year end close out for the Central Region in accordance with generally accepted accounting practices. Formulates and implements fiscal policies and procedures in accordance with required laws, policies and procedures and accounting practices. Develops and implements audit corrective action plans and exception reports. Coordinates and plans with the Office of the Inspector General and the Office of Legislative Auditors. Directs plans and manages the operations of property management, materials and supplies and commissary operations for the 16 institutions.

### **Minimum Qualifications:**

Possession of a bachelor's degree from an accredited four (4) year college or university, including 15 credit hours in accounting, finance, or business administration.

Mail State Application (MS-100) Form to:  
Dionne Dale, Director, Human Resources  
Personnel Department  
6776 Reisterstown Road, Suite 310  
Baltimore, Maryland 21215

Applications can be obtained from the Department of Budget & Management website – [www.dbm.maryland.gov](http://www.dbm.maryland.gov)

All applications/resumes will be reviewed for minimum qualifications. Please ensure that the applications/resumes clearly identify education and experience requirements.

**Equal Opportunity/ADA Employer**